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17. ABSTRACT (MAX. 250 WORDS)

The After-School Study Centers are intended to supplement regular instruction in schools having a high percentage of disadvantaged pupils. The High School Division aims to salvage, for further education, those pupils who may otherwise become dropouts or fail to get into college. Each teaching assignment in the After-School Study Centers is for one two-hour session on three days per week for groups of no more than fifteen and no fewer than ten pupils.

Teaching in the ASSC program is of two general types: remedial instruction in reading and arithmetic: and tutorial instruction in science, mathematics, foreign languages, English, and social studies. In the remedial program, considerable persuasion, but not compulsion, is brought to bear upon the pupils and potential dropouts to avail themselves of the opportunity to improve. Tutorial services are provided primarily for pupils who, with some help, may become college material.

The After-School Study Center is under the supervision and administration of the principal through his designated supervisor. The principal is responsible for making the program available to all eligible pupils, notifying their parents, and recruiting the best qualified teachers. Such administrative matters as records, time cards, fire drills, compensation, periodic reports on pupil attendance, staff assignments, and payroll for personnel are discussed.

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BOARD OF EDUCATION - CITY OF NEW YORK
Maurice D. Hopkins, Acting Associate Superintendent

1964-65 AFTER-SCHOOL STUDY CENTER MANUAL - HIGH SCHOOL DIVISION

September 30, 1964

CONTENTS

	PAGE
Aims	2
Schedule	2
Teaching Assignments	2
Subjects Offered	2
Selection of Pupils	2
Remedial Teaching	2
Tutorial Service	2
Materials	2
Notification of Parents	3
Selection of Teachers	3
Keeping of Records	3
Supervision	3
Underutilized Assignments	4
Length of Sessions	4
Time Cards	4
Compensation	4
Fire Drills	4
Reports to be Filed	4
Pupil Attendance and Staff Utilization	4
Staff Assignments	4
Service Report (Payroll) for Personnel	4
Facsimiles of Reports to be Filed	5-7

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OFFICE OF EDUCATION

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AIMS:

The After-School Study Centers are intended to supplement regular instruction in New York City public schools having a high percentage of disadvantaged pupils.

The High School Division aims to use its allotment of After-School Study Centers to salvage for further education those pupils who may otherwise become dropouts or fail to get into college.

SCHEDULE:

After-School Study Centers will operate only on Tuesdays, Wednesdays, and Thursdays, beginning October 6th and ending June 10th (June 9th in schools observing Anniversary Day).
On days when the schools are closed for a holiday or a weather emergency, no ASSC sessions may be held. Likewise, on days of pupil non-attendance at the end of a term, including days of Regents and City-Wide examinations, no ASSC sessions may be held. Sessions omitted for any reason whatsoever may not be rescheduled for another day, as there will be no compensation paid for such sessions.

TEACHING ASSIGNMENTS:

Each ASSC teaching assignment is for one two-hour session on three days per week: Tuesday, Wednesday, and Thursday. An assignment may be held by one teacher or, if necessary, divided between two teachers.

SUBJECTS OFFERED:

ASSC teaching assignments are to be used to provide remedial and tutorial instruction, in groups of no more than fifteen and no fewer than ten pupils, in the following subjects:

Remedial Instruction: reading, arithmetic.

Tutorial Instruction: science, mathematics, foreign languages, English, social studies.

The principal should allot teaching assignments to the above subjects in accordance with the school needs, except that in schools enrolling ninth-graders from "decapitated" junior high schools, at least one assignment should be used for remedial reading and one for remedial arithmetic.

The practice of using ASSC teaching assignments to supervise an area where students do homework or use library facilities has been eliminated. All ASSC teaching assignments are to be used for instruction.

SELECTION OF PUPILS:

The After-School Study Center is intended only for the registered pupils of the day high school in which the center is located. Students of other high schools and evening high schools may not participate.

Schools enrolling ninth-graders from "decapitated" junior high schools should make the ASSC program available to all their ninth graders who need it before extending it to upper classmen.

REMEDIAL TEACHING:

Pupils to receive remedial teaching should be designated by their English and/or mathematics teachers. Considerable persuasion, but not compulsion, should be brought to bear upon these pupils and potential dropouts to avail themselves of this opportunity to improve. Pupils currently enrolled in remedial reading classes during the regular school day should not be considered for after-school remedial teaching until others needing such help have been accommodated.
The number of hours per week that a pupil is to report for remedial teaching should be determined by the subject teachers, with due consideration for the pupil's outside obligations and his need for remedial help.

TUTORIAL SERVICE:

This service is intended primarily for pupils who, with some help, may become college material. Therefore, the pupils selected for tutorial help should possess potential for improvement in the subject or subjects involved. Recommendations for tutoring are to be made by chairmen or teachers of mathematics, science, foreign languages, English, and social studies, after consultation with the pupil's guidance counselors. A teacher of another subject who recommends a pupil for tutoring should do so only through the pupil's guidance counselor. The number of hours per week and the duration of tutorial service should be determined and be under constant review by the pupil's subject teacher and guidance counselor. A pupil should be permitted, if necessary to attend the tutorial program twice a week and the remedial program once a week, or in any other desirable combination.
In the vocational high schools, priority for this type of servbe is to be given to pupils in the "B" or technical program.

MATERIALS:

Since no appropriation has been made for ASSC materials, schools are advised to draw upon supplies on hand.

NOTIFICATION OF PARENTS:
A notice should be sent to the parent of each pupil selected for the program. It should indicate the service the pupil is to receive, as well as the hours and days he is to attend.

SELECTION OF TEACHERS:
The principal, in consultation with his chairmen, shall be responsible for recruiting the necessary teachers from his own faculty with due regard to the following considerations:

a. The willingness of the teacher to accept assignment.

b. The holding of a license in the particular subject in which he is to serve.

c. The teacher's competence for the assignment as judged by the principal.

d. Preference to regular teachers, rather than substitutes, on the basis of experience and demonstrated competence. If two regular applicants are equally competent, the one with the greater seniority should be preferred.

e. If no licensee in a given subject is available, the principal may designate a teacher in a related area whom he knows to be competent in the subject.

f. Guidance counselors may be used as teachers in a subject in which they are licensed only if there is a shortage in that subject.

g. Qualified teachers of neighboring high schools may be recruited for assignments that cannot be filled by teachers within the school itself.

h. The employment of evening school teachers in this program should be held to a minimum.

i. When an ASSC teacher is absent, a regular or substitute may be employed in his place for the duration of the absence.

j. Qualified retired teachers may be employed in the program, only if necessary.

KEEPING OF RECORDS:
Teachers in the remedial and tutorial services are to keep a daily record of the pupils attending. At the close of the semester, a brief notation of the pupil's participation in the remedial or tutorial parts of the program is to be entered in the guidance section of his permanent record card.

SUPERVISION:
The After-School Study Center shall be under the supervision and administration of the principal through his designated supervisor. He shall be responsible for making the program available to all eligible pupils, notifying their parents, and recruiting the best qualified teachers.

To assist in achieving these objectives, each center will receive a supervisory assignment of one or more two-hour sessions per week, depending on the size of the center.

Priority in filling the supervisory assignment is to be given to those listed below in the order indicated:

1) licensed chairmen
2) acting chairmen
3) the principal
4) administrative assistants
5) acting administrative assistants

The duties of the supervisory assignment shall include the following:
- adapting the Division objectives and program to school and individual pupil needs
- motivating pupil attendance through appropriate procedures involving pupils, guidance counselors, parents, etc.
- training teachers
- supervising and coordinating schedules, payrolls, attendance and other records, materials, health and safety measures, etc.
- coordinating the regular day school program with the After-School Study Center programs
- evaluating programs
- recruiting, training and assigning volunteers to work under direction of teachers

UNDERUTILIZED ASSIGNMENTS:
The principal shall notify his Divisional assistant superintendent when a given after-school assignment reports an average daily attendance of fewer than ten pupils, so that transfer of the assignment to a school where it is more urgently needed may be considered.

LENGTH OF SESSIONS:
Two-hour sessions are the rule, but one-hour sessions are permissible, if unavoidable. In such cases, two one-hour sessions will count as one session for payroll purposes.

TIME CARDS:
On days when ASSC service is rendered, teachers and supervisors should "punch out" after completing such services, instead of at their regular time. Only ASSC services rendered outside the teacher's or supervisor's regular hours can be compensated with ASSC monies.

COMPENSATION:
Compensation for each two-hour session will be at the rates set by the Board of Education for ASSC teachers and supervisors. Substitutes for an absent supervisor will be compensated at the supervisor's rate only if they are licensed or acting supervisors. For 1964-1965 the compensation per two-hour session will be $12.00 for teachers and $15.50 for supervisors.

FIRE DRILLS:
These are to be conducted no more than once a month and no less than once in two months.

REPORTS TO BE FILED:
The next three pages are sample copies of reports to be filed periodically according to the following instructions:

1. REPORT ON PUPIL ATTENDANCE AND STAFF UTILIZATION
   This report is to be made out in duplicate every Friday for the three days preceding.

   Academic high schools are to mail one copy promptly to Room 832, 110 Livingston Street, Brooklyn 1, New York. Vocational high schools are to mail one copy promptly to Room 812 at the same address. One copy is to be retained in the school files. The schools are to duplicate this form.

2. REPORT ON STAFF ASSIGNMENTS
   This report must be mailed **no later** than Friday of the first week of the center's operation to the office indicated in item 1 above. (Once the form is mailed, subsequent changes in assignments are to be reported as they occur retained in the school files.) The form is to be copied or duplicated by the school.

3. SERVICE REPORT (PAYROLL) FOR PERSONNEL
   This report, supplied by the Bureau of Finance, must be filed after the close of the last session each month with the Bureau of Finance, 131 Livingston Street, Brooklyn, New York 11201 (Room 212). One copy is to be retained in the school files. Errors in these sheets will hold up the processing of salary checks.

BOARD OF EDUCATION - CITY OF NEW YORK
HIGH SCHOOL DIVISION

REPORT ON PUPIL ATTENDANCE AND STAFF UTILIZATION IN
AFTER-SCHOOL STUDY CENTER

Week of _____

Name of High School _____

(Fill in all blanks below)

Number of Pupils Attending

Remedial Classes	Tuesday	Wednesday	Thursday	Totals
English				
Math				
Tutorial Classes				
Science				
Math				
Languages				
Social Studies				
English				
TOTALS				

Staff Employment: Number of Two-Hour Sessions Served

Remedial				
Tutorial				
Supervisory				
TOTALS				

MDH:JBZ:HL:GAT

Signature _____
Principal

This form must be completed each Friday for the preceding three days and mailed to Room 832 (for academic high schools) or Room 812 (for vocational high schools) 110 Livingston Street, Brooklyn 1, New York.

BOARD OF EDUCATION - CITY OF NEW YORK
High School Division

Term Beginning _____ 19 _____

REPORT ON STAFF ASSIGNMENTS TO THE
AFTER-SCHOOL-STUDY-CENTER

Complete and mail this form no later than the Friday of the first week of ASSC instruction each term to Room 832 (for academic high schools) or Room 812 (for vocational high schools) 110 Livingston Street, Brooklyn 1, New York.

Name of High School _____

NAME	LICENSE HELD	DAYS SCHEDULED (check) T.	W.	TH.	NO. OF CLOCK HOURS ASSIGNED PER WEEK
Supervisors					
NAME	LICENSE HELD (indicate whether reg. or sub.)				
Teachers					

If it has been necessary to assign a supervisor or teacher from another school, please indicate school next to staff member's name.

SERVICE REPORT FOR PERSONNEL ASSIGNED TO AFTER-SCHOOL STUDY CENTERS.

BOARD OF EDUCATION – CITY OF NEW YORK
BUREAU OF FINANCE

MONTH & YEAR OF SERVICE _____

SCHOOL & BORO. _____

No. of Pages Submitted _____

(1) FILE NUMBER	(2) NAME & ADDRESS (*) (PRINT OR TYPE)	(3) POSITION SYMBOL	(4) NO. OF SESSIONS	(5) SOCIAL SECURITY NUMBER	(6) DATES OF SERVICE

I certify that the details shown on this Service Report are correct, that the teachers, et al, certified hereon actually and personally performed service in the After-School Study Program on the dates indicated.

DATE: SUPERVISOR'S SIGNATURE

NOTED BY: _____
HEAD OF SCHOOL

NOTE:

(*) Column 2: Insert Address for new personnel only.

Insert in Column (3) under Position Symbol:
SU for Supervisors and
TR for Teachers

Report Services on Calendar Month basis and Mail Service Report after close of last session to: Bureau of Finance,
131 Livingston St., Bklyn., N.Y. 11201
Room 212

Please VERIFY File Nos. & Soc. Sec. Nos.

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